



HUMAN RESOURCES/RISK MANAGEMENT ANALYST I/II **(Exempt, Management Position)**

DEFINITION

Performs a variety of responsible, confidential, analytical and administrative duties in support of the Director of Human Resources/Risk Manager including conducting research, financial analysis and reviews, and preparation of reports. Also includes recruitment, testing, benefits administration, and training; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources/Risk Management Analyst I: This is a journey-level class in the Analyst series. Initially under close supervision, incumbents perform routine functions regarding the solution of problems related to the design, development, implementation and administration of human resources and risk management programs. Responsibilities include conducting day-to-day administrative support activities and providing professional-level resource for organizational, managerial, and related analyses and studies. As knowledge and work becomes broader in scope, assignments are more varied and are performed under more general direction. This class is alternately staffed with Human Resources/Risk Management Analyst II and incumbents may advance to the higher-level class after gaining the knowledge, skills, and expertise that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Human Resources/Risk Management Analyst II: This is an advanced journey-level class in the Analyst series that analyzes and makes independent recommendations regarding the solution of complex problems related to the design, development, implementation and administration of human resources and risk management programs. Responsibilities include extensive staff, public, and organizational contacts. Incumbent provide a professional-level resource for the organizational, managerial, and related analyses and studies. This class is distinguished from the Senior Human Resources/Risk Management Analyst in that the latter is responsible for technical and functional direction over lower-level Human Resources/Risk Management Staff and performs the most complex duties assigned to the division.

DUTIES AND RESPONSIBILITIES:

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Coordinates and implements recruitment processes for City departments; confers with Departments to ascertain departmental needs; conducts position audits; modifies position descriptions; and coordinates and/or producing recruitment flyers and position announcements; screens applications and resumes; identifies qualified applicants; develops, coordinates, administers, and evaluations oral and written examinations and their results, including compiling test scores, preparing eligibility lists and candidate information, and coordinating follow-up pre-employment testing.
- Conducts employee orientation sessions for new hires and employee exit interviews for separating employees
- Assists Risk Manager with employee safety programs and administration of liability and worker's

compensation insurance claims; coordinates with various departments to assure compliance with insurance requirements.

- Research, evaluate and prepare statistical, financial and demographic data for staff reports, studies, surveys and analyses, including working with confidential information related to employee relations, workers' compensation, payroll and benefits.
- Administers the City's fringe benefits plans, including addressing employee questions, and providing appropriate information related to various program aspects, processing related enrollment, changes, termination and other related paperwork, reconciling and processing invoices at scheduled time intervals, and communicating effectively with third party representatives as necessary.
- Assists in coordination of the City's training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the City's needs and expectations are addressed.
- Composes various reports, correspondence, memos, flyers and other documents related to specific program needs. May prepare staff reports as assigned for City Council agenda.
- Participates in City classification and compensation studies; conducts organizational studies; researches personnel issues and regulations; conducts surveys of comparable organizations; recommends classification and compensation of new or revised positions; analyzes results, proposes solutions; and calculates implementation costs.
- Assists employees and management with the interpretation and correct application of City policies, procedures, and programs.
- Assists and participates in the development of the citywide annual personnel budget.
- Develops and revises personnel documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Represents the Department and may perform additional duties in the absence of the Human Resources Director.
- Interact courteously and with diplomacy with the public and other employees.
- Performs other directly related duties consistent with the role and function of the classification.
- May supervise support staff and/or volunteers.

Knowledge of:

- Principles, practices and techniques of personnel in a public agency setting, including workers' compensation; recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee relations, including negotiations and the interpretation of laws, regulations, policies and procedures.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Applicable Federal, State, and local laws, codes and regulations.
- Risk Management safety and insurance programs
- Techniques of data collection, statistical analysis, and report preparation
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Plan, organize and conduct administrative and analytical studies related to various administrative and financial issues, problems, and operations.
- Collect, compile and analyze qualitative and quantitative data.
- Assist in designing, drafting, implementing and administering policies and programs.
- Utilize effective recruitment plans to attract qualified candidates.
- Administer valid and effective employee selection procedures.
- Conduct classification, compensation benefit and policy and procedures studies.
- Administer and coordinate employee orientation and training programs.
- Analyze complex technical information, evaluate alternatives, and make sound recommendations within established guidelines.
- Interpret and apply laws, regulations, and policies.
- Prepare clear, concise, and effective written reports, correspondence and other materials.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks, such as Microsoft Word, Excel, Power Point, and Publisher.
- Utilize logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Exercise integrity, ingenuity, confidentiality, and creativity in the performance of assigned tasks.
- Work flexible hours, when necessary.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain required qualification would be:

Human Resources/Risk Management Analyst I: Bachelor's degree from a recognized college or university in business administration, public administration or a related field, and two (2) years of increasingly responsible, technical experience in a related personnel function (preferably in a public agency).

Human Resources/Risk Management Analyst II: Bachelor's degree from a recognized college or university in business administration, public administration or a related field, and six (6) years of analytical experience in a centralized personnel system at a level equivalent to the City of Ukiah's Human Resources/Risk Management Analyst I.

Related experience may be substituted for the education at a rate of two (2) years of experience to one (1) year of education. A master's degree in business, public, or human resources administration specialty may be substituted for up to one (1) year of the required experience.

Necessary Special Requirement:

Possession of a valid Class C California Driver License.